

BUDGET AND FINANCIAL ANALYST / FINANCIAL ACCOUNTANT

APPLICATION DEADLINE IS FRIDAY, JULY 8, 2016 AT 11:59PM

Division: Accounting

Reports to: Controller

Location: Nashville, TN

Full-time/Part-time: Full time

Salary Grade: 33

Monthly Salary Range Minimum: \$3,710

FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Serves primarily as a Budget and Financial Analyst, performing advanced budgetary / financial analysis relative to receipts, expenditures and other payments, encumbrances, fund transfers, revenues and grants; performs data research and development projects of THDA's accounting and proprietary line-of-business systems; these tasks are projected to be no more than 50% of the employee's workload. Performs selected duties of the Financial Accountant position, which include performing advanced professional accounting relative to receipts, expenditures and other payments, encumbrances, fund transfers, revenues and/or grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities of the Financial / Budget Analyst include the following. Other duties may be assigned.

- Prepares budgetary material into THDA's operating budget document; performs difficult budget analytic work relative to budget preparation or other purposes; documents may be submitted to the Board of Directors, Department of Finance and Administration, State Senate and/or House of Representatives, or other oversight body.
- Maintains files of budgetary information.
- Performs routine and ad hoc financial analysis of THDA's financial operations as directed by the Accounting division management team and/or the Chief Financial Officer
- Assembles fiscal and statistical data for use in budgetary evaluations and budget hearings; attends budget hearings.
- Performs indirect cost analysis, including the preparation of the Agency's indirect rate proposal and routes such through management to the Agency's cognizant agency in compliance with applicable federal guidelines.
- Researches budget exception errors as noted in the State of Tennessee's Enterprise Resource Planning (ERP) system, Edison, and resolves such as appropriate.
- Assists in establishing budgetary expenditure controls, including, but not limited to, the posting of budgetary journal entries into THDA's accounting system, establishing appropriate budget-to-actual variance reporting, and other similar financial analysis.
- Assists the Controller with financial/accounting technology research and development projects associated with the accounting and proprietary line-of-business applications systems used by the Accounting division.
- Handles the accounting function of assignment grouping of accounts and/or subaccounts, (such as bond resolutions, operating accounts, grant segments, etc.), including, but not limited to, entry of appropriate journal

entries, periodic reconciliations, preparation and maintenance of appropriate financial schedules, analysis, and other associated tasks.

- Assists Accounting division management with the supervision of the Accounts Payable process, including, but not limited to, review of payment processing procedures and offering recommendations for improvement, review (and subsequent approval or denial) of Accounts Payable vouchers, supervision of vendor maintenance, and resolving Accounts Payable issues as they arise in a timely and efficient process.
- Records Automated Clearing House (ACH)/fedwire deposits into Edison, in compliance with established procedures and practices.
- Reviews and approves federal drawdowns through the applicable federal government data systems.
- Reviews the federal drawdown Accounts Receivable ledger, and researches and resolves aged items; reconciles the Accounts Receivable ledger to THDA's General Ledger.
- Prepares statistical journal vouchers for federal administrative fee revenue, and enters such into Edison.
- Enters journal entries into THDA's accounting system and/or Edison based on appropriate support and documentation.
- Ensures that monetary receipts are appropriately deposited and entered into the assigned accounting systems in a timely manner, with the subsequent approval or denial of cashiering batches, and that such batches are subsequently completed.
- Reviews financial transactions, including preparing periodic journal entries to record the results of such transactions; performs subsequent reconciliations to ensure that such journal entries are appropriate.
- Assists the Accounting team by performing the duties of other similar positions in the event of staff absence.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- Bachelor's degree in accounting or finance, or a Certified Public Accountant (CPA) in good standing.
- Two years of experience in professional accounting or financial/budgetary analysis work.
- Experience in governmental accounting preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Considerable knowledge of generally accepted accounting principles, including Government Accounting Standards Board (GASB)/Financial Accounting Standards Board (FASB) standards, advanced accounting theory and practice, financial/data analysis, auditing, budgeting, and data processing.
- Strong accounting and budgeting skills and good math skills.
- Ability to interpret and appropriately resolve complex budgeting and accounting issues.
- Knowledge of current business practices and principles, including mortgage loan industry, bonds, grants, and governmental accounting.
- Ability to perform difficult financial analysis using Microsoft Excel, Access, or other professional software systems.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to transfer data from accounting/financial/data systems into other programs, such as Microsoft Access, Excel, Word, etc.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Ability to work effectively and efficiently within a team environment.

- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; knowledge and skills in use of professional accounting software; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

**PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW
THE ONLINE APPLICATION INSTRUCTIONS**

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION